Updating Employee and Position Counts

Cardinal contains a custom Employee Position Reporting (EPR) tool that is very similar to the DHRM EPR tool being replaced. This tool generates required data to legislatively mandated reports. At the end of each month, an automatic batch process runs that enables each Agency HR Team to use the EPR Tool. HR Administrators and HR EPR Only Users will use this tool to update and certify that their filled Position counts are reflected correctly.

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Updating Employee and Position Counts

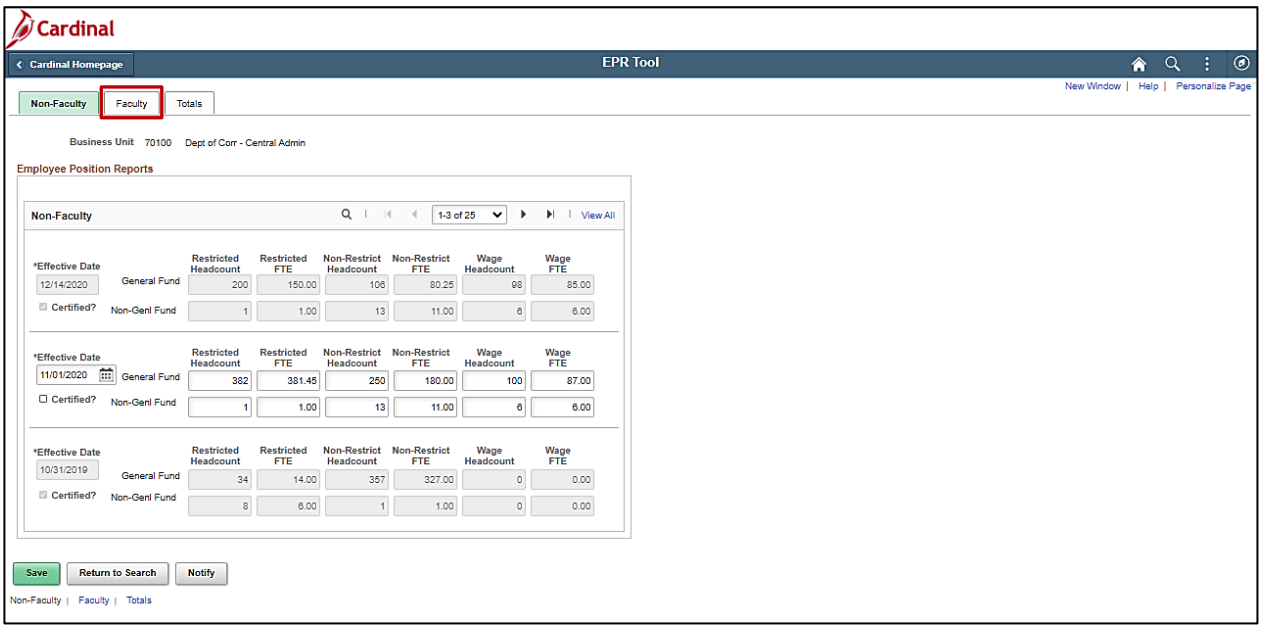
1. Navigate to the **EPR Tool** page using the following path:

   Navigator > Workforce Administration > EPR Tool

The **EPR Tool** page is displayed.

Note: The Non - Faculty and Faculty totals equal the **Totals** page. After the EPR Run Control process is completed, the current row will be displayed and the **Certified** checkbox will NOT be checked.

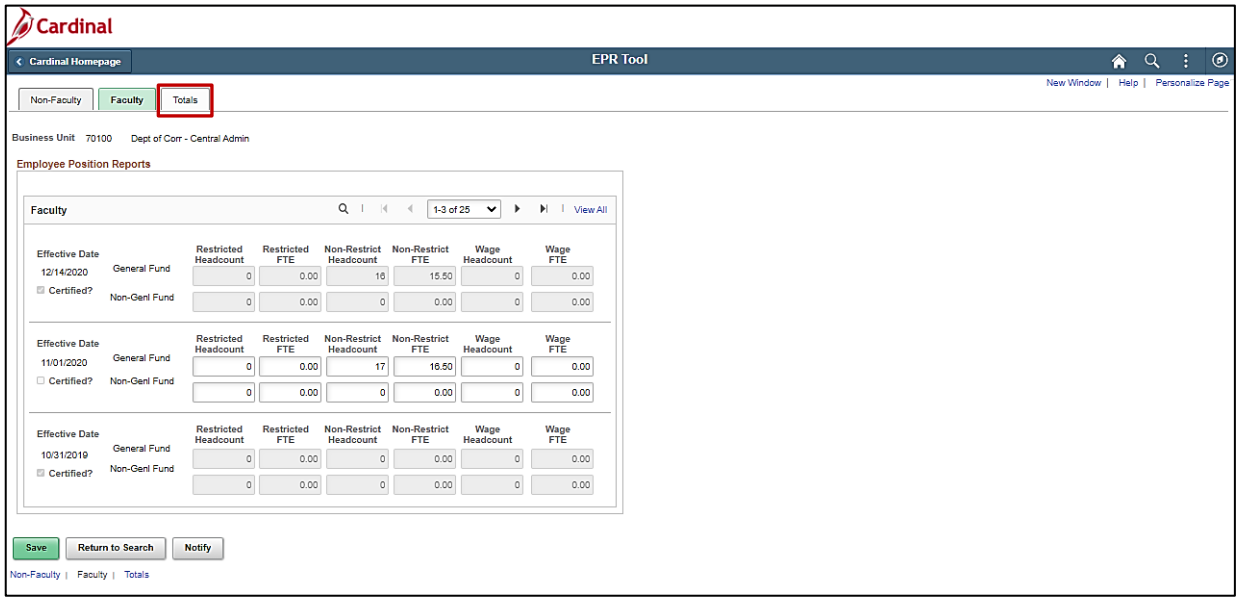
The **Non-Faculty** tab is displayed.



2. Update if needed.

3. Click the **Faculty** tab.

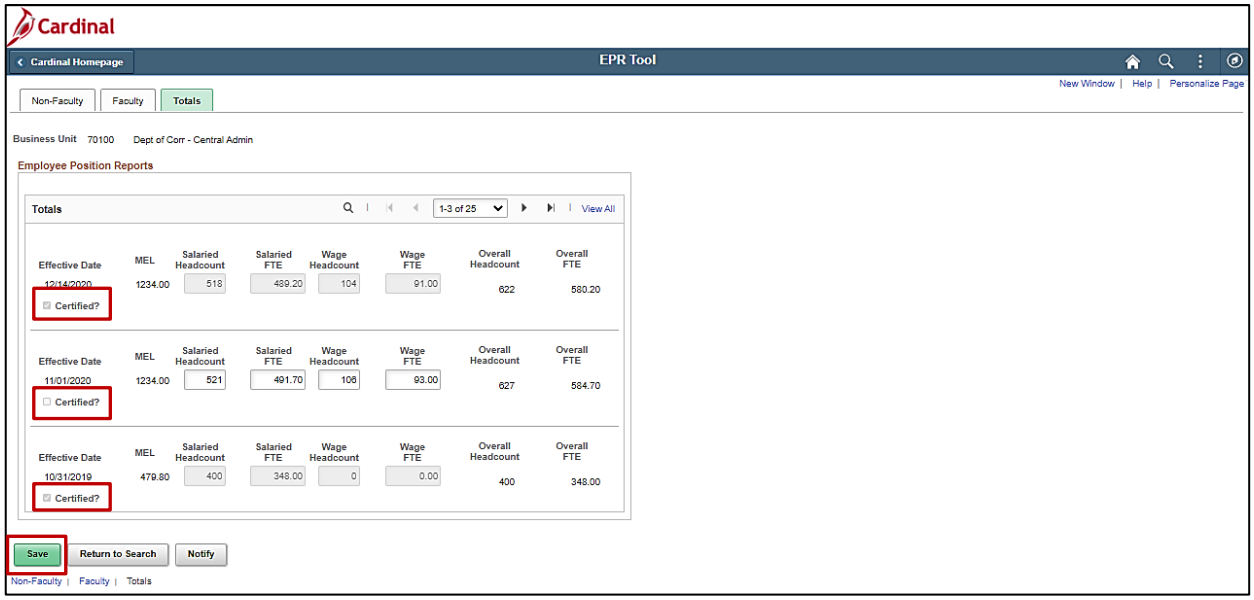
The following page displays.



4. Update if needed.

5. Click the **Totals** tab.

The following page displays.



6. Update if needed.

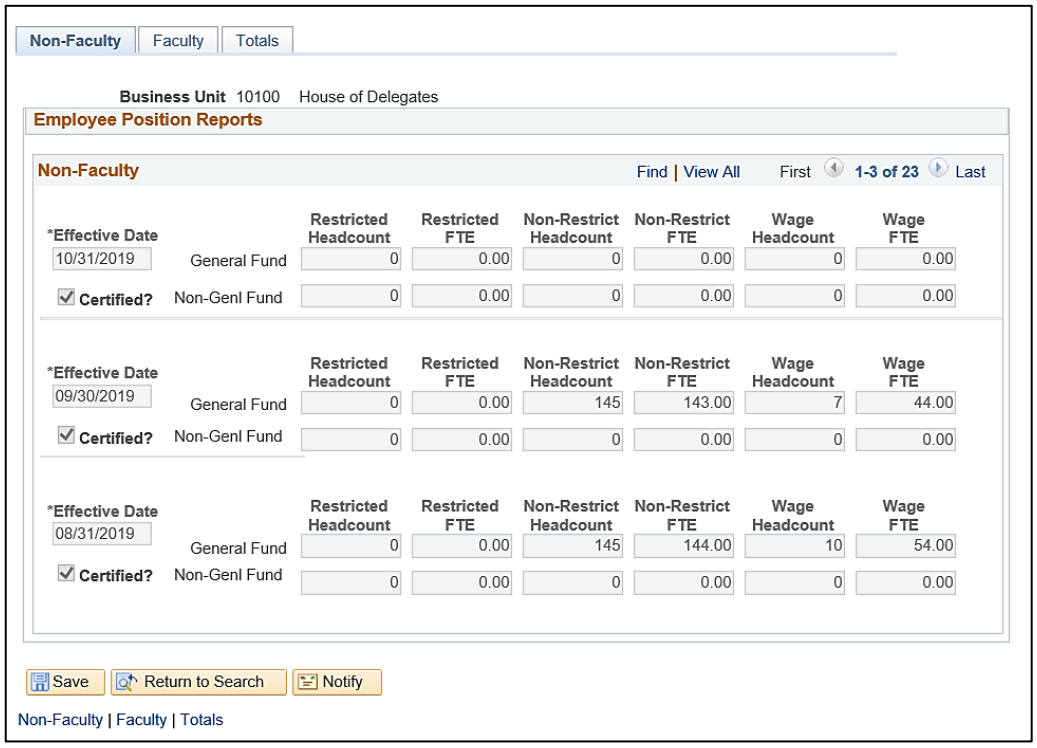
7. Click the **Certified** checkbox on each row on each tab.

   Note: Once the transaction is saved, the data cannot be uncertified or changed. Validate all data is correct before clicking the **Save** button.

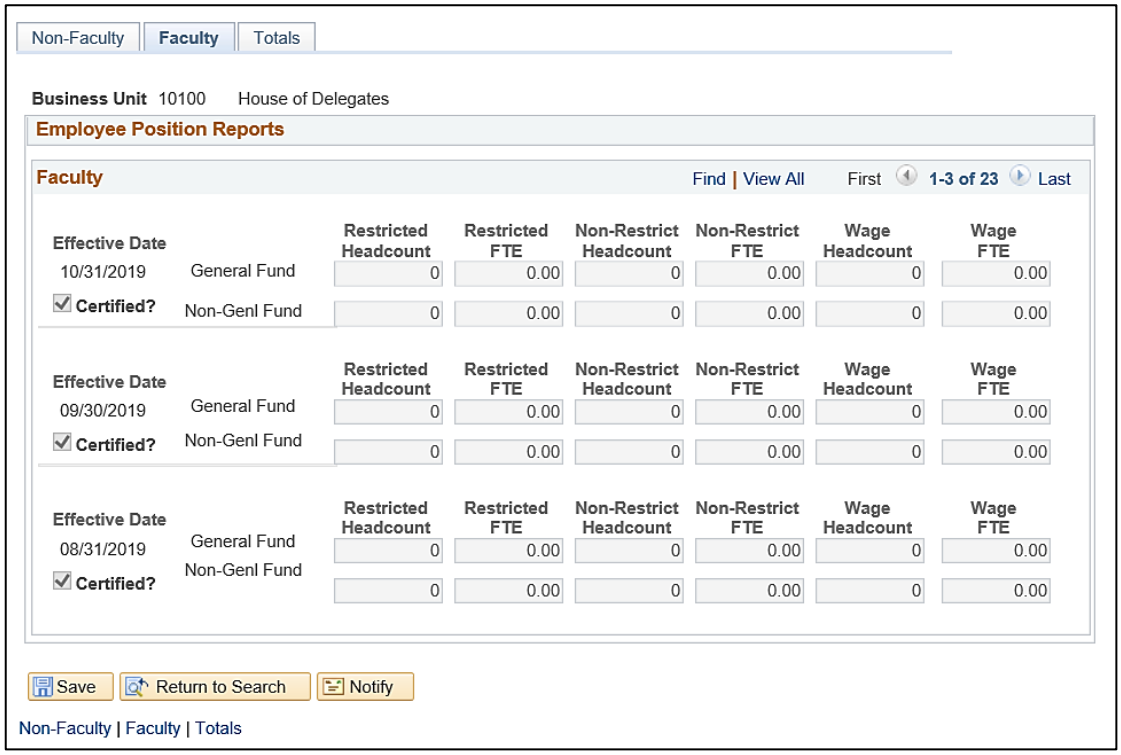
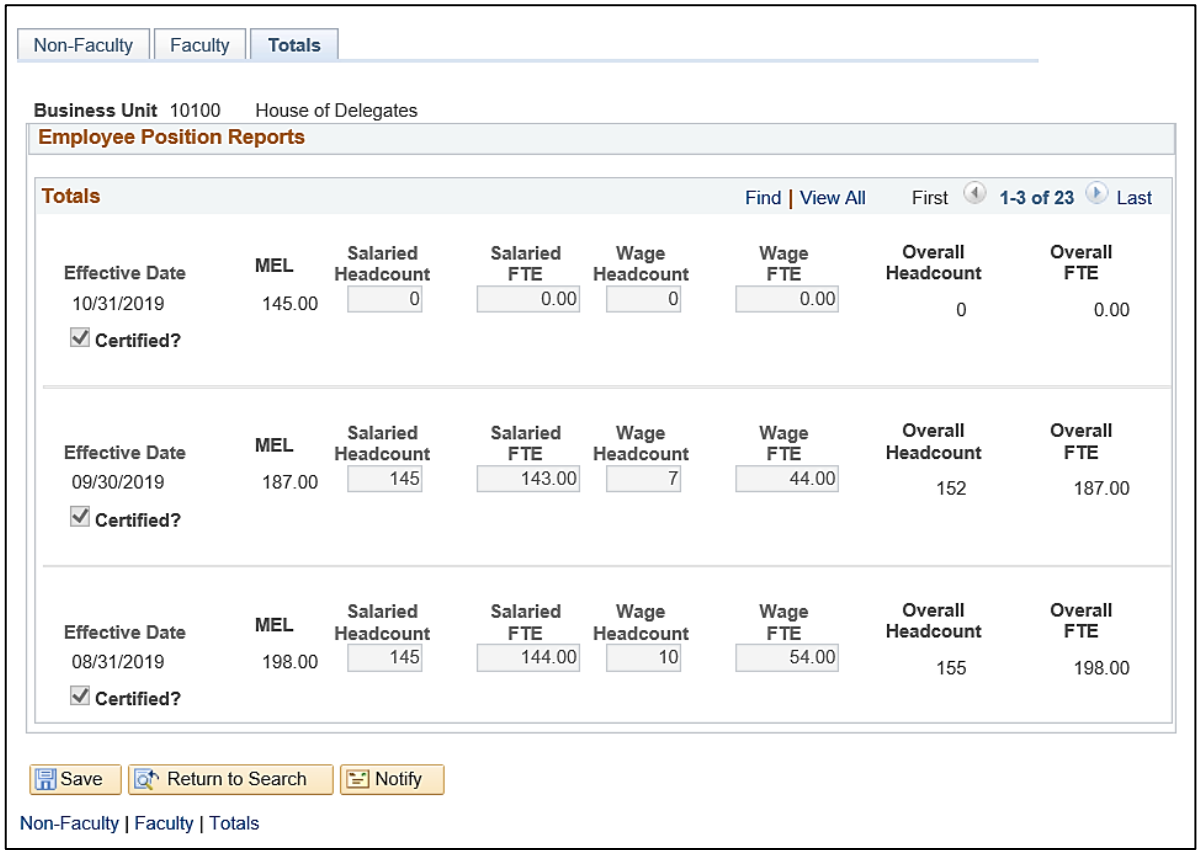
8. Click the **Save** button.

The screenshots below display an example of a completed Certified transaction. The Certified checkboxes are checked and grayed out.

Example of Certified Non-Faculty Tab



Example of Certified Faculty Tab



Example of Certified Tools Tab